

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on **May 15, 2014 at 5:15 p.m.** at the **Brown County Central Library, 515 Pine Street, Green Bay, WI**

PRESENT: KATHY PLETCHER, CARLA BUBOLTZ, NATHAN JESKE, BOB NIELSEN, TIM NIXON, TERRY WATERMOLEN, JOHN VAN DYCK and CHRISTOPHER WAGNER

EXCUSED: VICKY VAN VONDEREN

ALSO PRESENT: Lynn Stainbrook, Kimberly Young, Lori Denault, Sue Lagerman, and Curt Beyler (staff); Don Carmichael

CALL TO ORDER and WELCOME NEW MEMBER President Kathy Pletcher called the meeting to order at 5:15 p.m. Don Carmichael attended the opening of the meeting to accept the Resolution of Appreciation presented to him for his service on the Library Board. K. Pletcher welcomed Nathan Jeske who is filling Don Carmichael's seat on the Board. Introductions were made.

CONSENT ITEMS

a. Approve/modify agenda There were no changes to the agenda.

b. Approval of minutes Motion by C. Wagner, seconded by T. Nixon, to approve the April, 2014 minutes. **Motion carried.**

COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC

No one was present to address the Board. A letter, complimenting the helpfulness of the Ashwaubenon Branch staff and in particular, Heidi, Judy and Karla was shared.

STRATEGIC PLAN

The value calculator on the library's website was demonstrated. It calculates a "return on investment" that is based on the per capita library expenditures. A brochure from Fitchburg Public Library that promoted their key strategic points was passed around. This or something similar might be an option for a model for the library to follow. C. Wagner suggested that it might be more beneficial to promote the library's website since it contains strategic goals and so much more information.

LIBRARY BUSINESS

a. Information Services Report

It was reported that progress has been made on a few of the projects. The issue of system slowness being resolved was the biggest highlight. The disappointment is that Bibliotecha dropping support for ALPs and is acquiring Comprise's SAM (the library had this product prior to ALPs). As of June 20, when the change occurs, the library will no longer have a PC reservation system unless accommodations can be made.

b. Financial Manager's report, bills and donations Motion by C. Buboltz, seconded by T. Nixon, to approve the financial statements through March, 2014 and the 2014 January – March Gifts, Grants and Donations as follows:

January, 2014

Gifts & Donations:

01/23/14	Friends of Brown County Library	452.78	Kress Program Supplies
01/23/14	Branch Buddies of Brown County Library	111.22	Southwest Easel
	Ashwaubenon		Donation Box
	Bookmobile		Donation Box
	East		Donation Box
	Weyers/Hilliard		Donation Box
	Central Circulation		Donation Box
	Kress		Donation Box
	Pulaski		Donation Box
	Southwest		Donation Box
	Wrightstown		Donation Box
	Total Donations	\$ 564.00	

Federal & State Grants

01/31/14	Nicolet Federated Library System	\$ 1,080.00	Continuing Education
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Total Grants		\$ 1,080.00	
February, 2014			
Gifts & Donations			
02/01/14	Central Donation Box (various donors)	\$ 23.91	Children's Garden
02/06/14	GGBCF/Schreiber Community Fund	5,000.00	Learning Kiosk
02/06/14	Focus on Energy	600.00	Lamp Replacement
02/27/14	Friends of Brown County Library	258.19	Anniversary Banners
			Denmark Summer
02/27/14	Denmark Lions Club	500.00	Reading
02/27/14	Local History & Genealogy Participants	456.60	Local History Materials
02/01/14	Ashwaubenon	27.34	Donation Box
02/01/14	Bookmobile	3.00	Donation Box
02/01/14	East	35.04	Donation Box
02/01/14	Weyers/Hilliard		Donation Box
02/01/14	Central Circulation		Donation Box
02/01/14	Kress	14.97	Donation Box
02/01/14	Pulaski	6.30	Donation Box
02/01/14	Southwest	7.75	Donation Box
02/01/14	Wrightstown	15.90	Donation Box
	Total Donations	\$ 6,949.00	
March, 2014			
Gifts & Donations			
03/01/14	Central Donation Box (various donors)	\$ 20.92	Children's Garden
03/06/14	GGBCF/PMI Foundation	7,500.00	Children's Garden
			Kress Summer Reading
03/06/14	Susan Chapel Conlon	350.00	Prog.
03/06/14	Local History & Genealogy (LHG) Participants	58.00	LHG Materials
03/06/14	Anita Sevcik	25.00	Paws for Tales Program
03/13/14	Sandy Bohman	100.00	East Children's Programs
03/13/14	Mary Bohman	100.00	East Children's Programs
03/20/14	Ashwaubenon Lioness Club	300.00	Large Print, Books on CD
03/27/14	Friends of the Brown County Library	7,983.00	Laptops
03/27/14	Local History & Genealogy(LHG) Participants	82.00	LHG Materials
03/01/14	Ashwaubenon	23.97	Donation Box
03/01/14	Bookmobile	4.00	Donation Box
03/01/14	East	36.78	Donation Box
03/01/14	Weyers/Hilliard	55.88	Donation Box
03/01/14	Central Circulation		Donation Box
03/01/14	Kress	18.61	Donation Box
03/01/14	Pulaski	10.10	Donation Box
03/01/14	Southwest	12.40	Donation Box
03/01/14	Wrightstown	19.89	Donation Box
	Total Donations	\$ 16,700.55	
Federal & State Grants			
03/31/14	Nicolet Federated Library System	\$ 1,653.60	Continuing Education
	Total Grants	\$ 1,653.60	

Motion carried.

- c. **Facilities Report** There has been a lot of activity in the Cellcom Children's Edible Garden at the Central Library. JC Santy Co. was the low bidder for the colored concrete (no options). The owner offered to donate the rest of the concrete work that included coloring of the grapes, inlaying glass and aggregate, grinding and polishing. His donation is valued in excess of \$9,000. The topsoil has been delivered as well as the seedlings from Syble Hopp. The Eagle Scout is fundraising for shrubbery and is constructing benches, a scarecrow and birdhouses. A 'vine-cutting' and grand opening is scheduled for June 13.
- d. The cooling tower project is almost complete with just a few items remaining on the punch list. Central lighting and transfer switch work has begun and is expected to be complete in early June. Permeable lot at the Ashwaubenon Branch has been postponed due to too much frost. Several Focus on Energy incentives have been initiated for this year's lighting projects.
- e. The Bookmobile generator went down due to a faulty water pump.

NICOLET FEDERATED LIBRARY SYSTEM

a. Monthly update No meeting.

APPROVE MEETING ROOM POLICY MODIFICATION It was recommended to change the non-profit use of the meeting rooms from six times a year to eight. This change is in line with the strategic plan's goal of library as a third place. **Motion** by T. Nixon seconded by C. Buboltz, to modify the Meeting Rooms and Surrounding Grounds use policy, increasing the non-profit meeting room use limit from six to eight times per year. **Motion carried.**

APPROVE PRIVACY AND CONFIDENTIALITY POLICY The library was asked to take part in the Edge technology survey, crafted by the Public Library Association and Gates Foundation. One of the technological implementations encouraged was to include more information in a policy related to privacy. These changes were merged into the library's existing Confidentiality policy. C. Wagner suggested one change in wording. **Motion** by J. Van Dyck, seconded by T. Nixon, to approve the Privacy and Confidentiality policy including the suggested modification. **Motion carried.**

PERSONNEL/TABLE OF ORGANIZATION CHANGE

The Library Director recommends that the Library Board delete the two 11-hour Library Services Assistants in Ashwaubenon and add a 19.5-hour Library Services Assistant. Discussion took place regarding the differences in the benefit package amounts between these positions. FICA is included in fringe because county considers it a benefit. The Board agreed more discussion and information is needed. Review of the benefits policy will be added to the June agenda. **Motion** by T. Nixon, seconded by J. Van Dyck to table this TO change until the next board meeting. L. Stainbrook clarified that the concern is about the benefit package not the change in position. **Motion carried.**

The Library Director recommends that the Library Board keep the 11 hour per week Library Service Assistant position at the Pulaski Branch, but approves that this position may be filled by an intern at minimum wage, in cooperation with the Pulaski School District. This arrangement aligns with the Achieve Brown County initiative. Two applicants are vying for this position. The position would be established for the school year and through summer. This first term will include two summers. The school is very enthusiastic. T. Watermolen noted that this is an excellent plan - a win-win. **Motion** by J. Van Dyck, seconded by T. Nixon, to approve filling the 11-hour per week Library Service Assistant position at the Pulaski Branch Library with an intern. B. Nielsen asked about how performance issues would be handled. C. Buboltz suggested following the same process that would be used for regular employees. If the intern fails, s/he can return them to school. **Motion carried.**

OLD BUSINESS None.

PRESIDENT'S REPORT K. Pletcher received a call regarding the Bookmobile from John Vander Leest who indicated he had received a few comments/concerns from people about the future of the Bookmobile. The Bookmobile Operator has been hand-delivering a communication and talking with patrons at each of his stops. J. Van Dyck mentioned he hasn't heard anything further. It was suggested to include a report to Ed & Rec which will go to full county board. K. Pletcher share information on webinars offered for trustees. Compiled by NFLS, they are free and will be archived. J. Vander Leest had also mentioned investigating the potential of a library at the Kroc Center. An initial meeting took place about 10 years ago and again 4 years ago and the interest just wasn't there at the time. The Board feels that if there was renewed interest, they would prefer to receive a letter of interest from the Kroc Center's Board. T. Watermolen reminded of utilizing resources to the best of their ability – consider the best geographic location and accessibility.

DIRECTOR'S REPORT An offer was extend to a Children's Librarian candidate but was not accepted. K. Young will follow-up with the second choice after one more reference check is done. An offer is expected to be extended Friday afternoon.

V. Van Vonderen and L. Stainbrook presented on the performance plan to Ed & Rec and J. Van Dyck complimented presentation and thought it was well-received. Cora Haltaufderheid, the Deputy Executive, took notes to share with the County Executive who called J.

Van Dyck to compliment the good information on the incentive pay. L. Stainbrook offered to follow up with Brent Miller and Chad Weininger if the county was interested. The biggest eye-opener was that the process to get to this point had been in the works for a couple years – it didn't just happen. T. Nixon noted that the Library is lucky to have the internal people who could accomplish it as well as have buy-in from staff. The next challenge is to get the county to support and fund the plan in the future. This will be particularly important for those who are working to improve performance in hopes of receiving an incentive. J. Van Dyck feels that the library should get the same amount as the rest of the county. This matter will be requested to be an agenda item for the next Ed & Rec meeting – consideration for one and one.

C. Buboltz likes the leadership initiative proposed to involve interested staff on a leadership team that would implement a project to benefit the library as a whole.

J. Van Dyck suggested that since the Ed & Rec Committee likes to hold meetings in different parts of the county that perhaps the Denmark Branch could host a meeting in September or later.

CLOSED SESSION PURSUANT TO WIS. STAT. § 19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – staff compensation. Not needed. Letter of appointment for Lynn will be brought to June meeting.

SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW

It was agreed that the conversation about Central Renovation needs to be revived. This will be added to the June meeting agenda and the County Executive will be invited to attend.

ADJOURNMENT

Motion by T. Watermolen, seconded by T. Nixon, to adjourn the meeting. **Motion carried.**

The meeting adjourned at 6:30 p.m.

NEXT REGULAR MEETING
June 19, 2014
Central Library
515 Pine Street, downtown Green Bay
5:15 p.m.

Respectfully submitted,
Dr. Christopher Wagner, Library Board Secretary
Sue Lagerman, Recording Secretary